

# **COMMUNITY ACTION AGENCY**

**AUGUST 2019 MEETING  
BOARD OF DIRECTORS**

**THURSDAY, AUGUST 22, 2019**

**LOCATION:  
COMMUNITY ACTION AGENCY  
2475 CENTER ST NE  
SALEM, OR 97301**



## **COMMUNITY ACTION PROMISE**

**Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.**

**Helping People Exit Poverty**

**COMMUNITY ACTION AGENCY  
BOARD OF DIRECTORS  
AGENDA**

2475 Center St NE  
Salem OR 97301  
August 22, 2019

Mission

**Empowering people to change their lives and exit poverty by providing vital services and community leadership.**

Vision

**All people are respected for their infinite worth and are supported to envision and reach a positive future.**

<b>I. Welcome and Introductions</b>	<b>5:30</b>
1. Recite Mission and Vision Statements	
<b>II. Public Comment</b>	<b>5:35</b>
<b>III. Approval of Agenda</b>	<b>5:40</b>
<b>IV. Consent Calendar</b>	<b>5:45</b>
1. June and July 2019 Full Board Meeting Minutes	
2. August 2019 Program Director Reports	
3. August 2019 Executive Director's Report	
4. July and August 2019 Committee Meeting Minutes	
<b>V. Board Business</b>	<b>5:55</b>
1. Golf Marathon Presentation by ProFund Fundraising Solutions	
2. Executive Director Report (10 mins)	
3. ARCHES Presentation – Ashley Hamilton (20 mins)	
4. Continuum of Care Presentation – Jimmy Jones (20 mins)	
5. Memorandum of Agreement on Local COC – <i>Approval</i>	
6. Amended Bylaws – <i>Approval</i>	
7. Nutrition First USDA Continuation Grant – <i>Approval</i>	
<b>VI. Adjournment</b>	<b>7:30</b>

**Next board meeting: Thursday, September 26, 2019**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**June 27, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Lanning	Herm Boes	Jade Rutledge	Kevin Karvandi
Linda Bednarz	Lyle Mordhorst	Nathan McClenny	Steve McCoid

**Absent:**

Helen Honey	Jannautte Wagner	Jennifer Wheeler	Jon Weiner
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**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Nancy Cain, Chief Financial Officer  
Kaolee Hoyle, Manager of Audit & Compliance  
Ashley Hamilton, CRP Program Director  
Sue Maxwell, Nutrition First Program Director  
Leslie Riggs, Human Resources Project Manager  
Amy Schroeder, Office Specialist  
Matt Lokan, Bliss Sequoia Insurance  
Shelaswau Crier, Community Member  
Melissa Bauer, Community Member

**The meeting of the Board of Directors was called to order at 5:32pm by Executive Director Jimmy Jones. It was determined that a quorum was present.**

**I. Welcome and Introductions**

Due to the absence of the Executive Officers, Jade Rutledge of the Executive-Finance Committee ran the meeting. The Agency's Mission and Vision statements were recited by all.

**II. Public Comment**

None were made.

**III. Approval of Agenda**

Item #4, Agency Insurance Presentation, was moved to be the first item.

**MOTION:** To approve agenda, as amended, made by Kevin Karvandi,

**SECOND:** Lyle Mordhorst.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

**1. May 2019 Full Board Meeting Minutes**

No discussions or concerns were raised

2. **June 2019 Program Directors' Reports**  
No discussions or concerns were raised
3. **June 2019 Executive Director's Report**  
No discussions or concerns were raised
4. **June 2019 Committee Meeting Minutes**  
No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Herm Boes,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

V. **Board Business**

1. **Agency Insurance Presentation** – Matt Lokan from Bliss Sequoia Insurance gave a summary of our insurance portfolio design. Coverage includes Property, Crime, Liability, Automobile, Directors & Officers, Workers' Compensation, Bonds, Accident Medical, Pollution and Cyber.
2. **Executive Director's Report:**
  - a. Our next fiscal audit has been scheduled for October 7-10, 2019 and staff are already preparing for it.
  - b. The HOME Youth & Resource Center received a \$5000 donation that will go towards installing a new heating system at the Drop-In.
  - c. ARCHES rehab is in its final stages. Fire suppression equipment is being installed; they have received permits from the City for the water lines; and they have installed a new climate control system.
  - d. Jimmy announced Kaolee Hoyle will be stepping into the CFO role effective July 1<sup>st</sup>. She was initially brought on as a consultant, then accepted the position of Manager of Audit & Compliance. She has been a great addition to the Finance Department.
  - e. The Head Start Middle Grove building refinance has been held up by the federal government, we are still waiting for their approval.
  - f. One of the basements at the main office will be undergoing asbestos abatement. The project is expected to last one week and that portion of the building will be closed off; staff that work near that area will be temporarily relocated.
  - g. Jimmy shared that the Human Resources department has built up their team; they've recently hired three new staff members. Helana Haytas introduced Leslie Riggs our new HR Project Manager. He will be working on our emergency planning, pay equity, and our safety program.
  - h. Jimmy introduced Shelaswau Crier and Melissa Bauer. They are both interested in joining the board. Each shared their background and reasons for wanting to join the board. Their membership will be voted on at next month's meeting.
3. **Financials** – Kaolee Hoyle presented the financial statements ending March 31, 2019 to the board.

**MOTION:** To approve financial statements made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 4. 401k Plan Amendment** – Helana Haytas informed the board that we need to amend our plan to clarify when an employee is eligible to participate. There is no minimum service requirement.

**MOTION:** To amend the 401k Plan that there is not a minimum service requirement made by Steve McCoid,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**VI. Adjournment**

**The Board of Directors meeting was adjourned at 6:59pm.**

Respectfully Submitted:

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Amy Schroeder, Board Support

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Jade Rutledge, Board Member

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**July 25, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Lanning	Jade Rutledge	Jon Weiner	Shelaswau Crier
Helen Honey	Kevin Karvandi	Melissa Baurer	Steve McCoid
Herm Boes	Jennifer Wheeler	Linda Bednarz	

**Absent:** Jannautte Wagner    Lyle Mordhorst    Nathan McClenny

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Nancy Cain, Manager of Audit & Compliance  
Dana Schultz, Director of Program Development  
Ashley Hamilton, CRP/ARCHES Program Director  
Shannon Vandehey, CCR&R Program Director  
Eva Pignotti, Head Start/Early Head Start Program Director  
Amy Schroeder, Office Specialist

**The meeting of the Board of Directors was called to order at 5:36pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.**

**I.     Welcome and Introductions**

Board Chair Jennifer Wheeler welcomed everyone and introductions were made. The Agency's Mission and Vision statements were recited by all.

**II.    Public Comment**

Herm Boes thanked the program directors for their monthly reports; he appreciates the info they provide

**III.   Approval of Agenda**

No changes were made.

**MOTION:** To approve agenda made by Jon Weiner,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**IV.    Consent Calendar**

It was noted that board meeting minutes were not included in this month's board packet. They will go in the August packet.

**1.    July 2019 Program Directors' Reports**

No discussions or concerns were raised

**MOTION:** To approve consent calendar, as amended, made by Herm Boes,  
**SECOND:** Jade Rutledge.  
**APPROVED:** Unanimously approved

**V. Board Business**

**1. Executive Director's Report**

- a. The Master Grant Agreements from OHCS have been delayed while the Department of Justice reviews the contracts.
- b. The parking lot construction at the Middle Grove Head Start is being delayed while waiting for approval from the Federal office.
- c. ARCHES construction is in its final phases and will hopefully be completed by mid-September.
- d. The mobile shower truck was in the parking lot for board members to tour. The truck will be used throughout Marion & Polk counties offering showers and hygiene services for those in need.

**2. New Board Members – Shelaswau Crier and Melissa Baurer**

**MOTION:** To elect Shelaswau Crier to the Board of Directors made by Steve McCoid,  
**SECOND:** Jon Weiner.  
**APPROVED:** Unanimously approved

**MOTION:** To elect Melissa Baurer to the Board of Directors made by Herm Boes,  
**SECOND:** Helen Honey.  
**APPROVED:** Unanimously approved

**3. Financials – Kaolee Hoyle presented the financial statements ending April 30, 2019 and May 31, 2019 to the board.**

**MOTION:** To approve financials ending April 30, 2019 and May 31, 2019 made by Steve McCoid,  
**SECOND:** Linda Bednarz.  
**APPROVED:** Unanimously approved

**4. Head Start Self-Assessment & Program Improvement Plan – Eva Pignotti shared the Self-assessment data collection took place throughout the school year, and data was analyzed throughout the months of May and June 2019. Self-assessment activities were completed by Content Area Specialists, Leadership Team Members and Management Team, with input from Policy Council.**

- a. Areas of strength: Developmental/behavioral screenings completion, health screen completion, education Pre-K outcomes; education home visits and conferences in EHS CCP, classroom health and safety, staff professional development, mealtime observations, safe and positive bus rides, and parent/family satisfaction.
- b. Areas of concern: Medical and dental follow-up completion, follow-up for sensory and growth screenings, Pre-K observations in teaching strategies, EHS observations, staff file review, CACFP Nutrition monitoring, and loss of revenue. Each area has a program improvement plan to address these issues.

**MOTION:** To approve the Head Start Self-Assessment and Program Improvement Plan made by Linda Bednarz,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

5. **Head Start ELD Continuation Application 2019-20 Phase II** – The Head Start program will submit the Oregon Head Start Prekindergarten Phase II application submissions for Program Year 2019-20 by August 30, 2019 to request funding for 456 preschool children.

**MOTION:** To approve the Head Start ELD Continuation Application made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

6. **Child Care Resource & Referral ELD Contract** – Seeking approval for 2019-21 budget of new additional funding for CCRR work focusing on expanding Child Care Networks and quality improvement.

**MOTION:** To approve the Child Care Resource & Referral ELD Contract made by Herm Boes,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

7. **Proposed Bylaw Changes** – Jimmy Jones shared that it is time to update our bylaws per CSBG requirements. Proposed changes were sent to the board prior to the meeting and will be on the agenda for approval at the August 2019 board meeting. Proposed changes include:
  - a. Members experiencing homelessness (HUD requirement)
  - b. Adding “designee” to Class I, Elected Official
  - c. Class IV members do not count toward quorum, nor the total number of board members; they shall also have a board member sponsor from one of the other classes.
8. **Board Fundraiser** - The board discussed doing another Golf Marathon fundraiser and will be reaching out to the consultant. Jimmy shared that we are recruiting for a Development Director whose focus will be on fundraising. In the meantime, we are getting an AmeriCorp VISTA volunteer who will also assist in fundraising opportunities as well.

## **VI. Adjournment**

**The Board of Directors meeting was adjourned at 7:11pm.**

Respectfully Submitted:

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Amy Schroeder, Board Support

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Helen Honey, Board Secretary

## Community Resource Program



## THE ARCHES PROJECT

615 Commercial Street NE  
Salem, Oregon 97301

CRP Board Report – August 2019

CRP administers MWVCAA’s homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the “ARCHES Project.” Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County.

### ARCHES Day Center:

On July 23, 2019 the ARCHES Day Center celebrated its first anniversary. Since opening day, the total number of duplicated Day Center visits was 26,937 - with an average daily attendance rate of 95. During the month of July, there was 1,672 duplicated visitors with an average daily utilization rate of 84. This is comparable to July 2018’s average utilization rate of 80 daily visitors.

In honor of ARCHES’ first anniversary, the following are demographics showcasing the average Day Center visitor. This is merely a sampling of the data ARCHES is able to collect utilizing the Health Management Information System (HMIS), coupled with Coordinated Entry Assessments.

- Housing Status:
  - Homeless (82%)
    - Emergency Shelter (25%)
    - Chronically homeless (47%)
    - Place not meant for habitation (57%)
- Gender: Male (58%), Female (40%), Transgender (2%)

## Community Resource Program

- Age:
  - Children below 18 y/o: 9%
  - 18 - 24 y/o: 6%
  - 24 - 54 y/o: 62%
  - 54+ y/o : 23%
- Race & Ethnicity: **White (76%)**, AA (6%), AI/AN (3%), Other (13%)
  - Non-Hispanic (84%), Hispanic (16%)
- Veteran: 9%
- Health Conditions:
  - **Mental Health (50%)**
  - Alcohol and/or Drug Abuse (40%)
  - Chronic health Condition (38%)
  - Developmental Disability (31%)
  - Physical Disability (44%)
- Annual Income: **\$0.00 (38%)**, \$1.00 - \$2,000.00 + (30%), Other (32%)

As depicted in **green**, the average ARCHES Day Center visitor is a homeless male who is likely residing in a place not meant for habitation (i.e vehicle, street, or park). He is between 24 - 54 years of age and identifies as white. There is no identifiable household annual income, and he self-reports a mental health diagnosis or concern.

### Program Updates: ARCHES Renovations

During the final week of July, ARCHES closed the Day Center for five business day (July 29 - August 2<sup>nd</sup>) to accommodate the installation of the first floor Fire Suppression System. Day sheltering was suspended, with Supportive Services operating out of the ARCHES front lobby. Additional areas of ARCHES renovations are as follows:

- Fire Suppression Installation - Complete
- Framing of new Day Center spaces - Ongoing
- Rough plumbing and electrical install - Ongoing
- Drywall - Ongoing
- Building Security and Surveillance Systems - Ongoing
- Commercial Kitchen & Restroom install - Pending



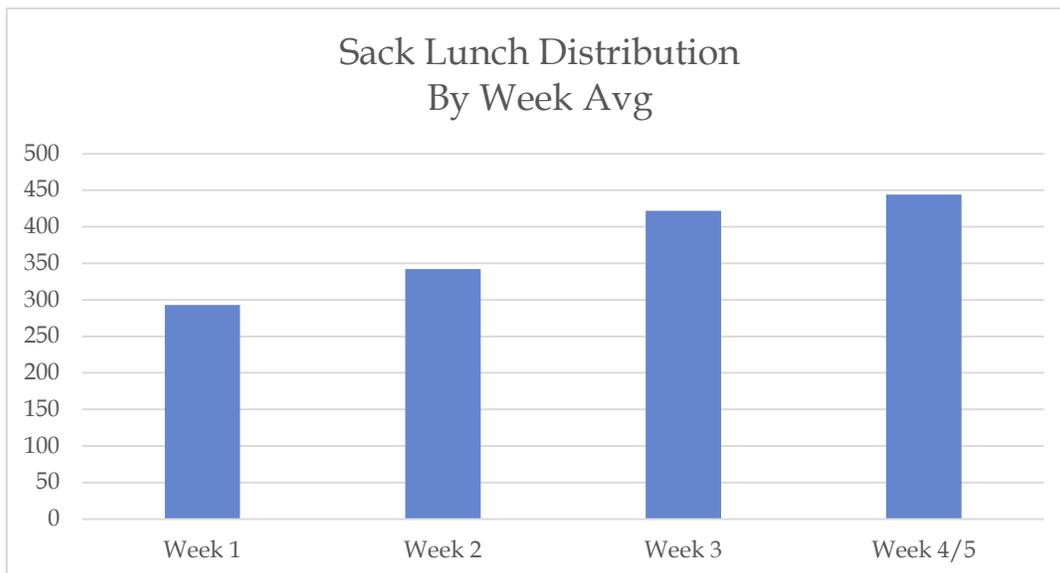
## Community Resource Program

### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services has remained consistent (*Table 1*). This is despite the Day Center closure in July. These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains over 1000 active mailboxes, with an average of 257 client’s accessing their mail per week, and distributing 78 pounds of pet food in July.

<b>Basic Needs &amp; Supportive Services</b>						
<i>Table 1</i>						
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts
<b>July Total</b>	55	1031	1501	1357	78	51
<b>FY 2019 Total</b>	55	1031	1501	1357	78	51
<b>FY 2018 Total</b>	750	9908	23145	17505	1863	403

The bulk of delivered Supportive Services are accepting incoming calls for resource referrals (24%), as well as distributing sack lunches (35%). The general trend of increasing sack lunch distribution throughout the month continued in July, with 60% more lunches provided on week 4 (444) vs. week 1 (293).



## Community Resource Program

### ARCHES Housing & Specialty Programs:

For the 2019 Fiscal Year, ARCHES will be reporting monthly on households and individuals served by housing stabilization programming. This data will be broken up into two segments. The first focusing on housing, where all ARCHES programming which supplies prevention services, rental assistance, barrier removal, and deposits will be displayed.

The second category is specialty programming, this is inclusive of services that provide basic need supports, as well as self-sufficiency development. In all, during the month of July, 180 households (335 person) received housing support (*Table 2*), as well as 429 households (444 persons) engaging with ARCHES specialty services (*Table 3*).

ARCHES Housing Programs							
<i>Table 2</i>							
Housing Programs	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
HOME TBA - RRH	14	18	19	0	0	0	37
Home TBA - Prevention	6	12	8	0	0	0	20
RRH+	<i>Program Pending</i>						
RRH	16	21	16	2	2		37
Diversion	0	0	0	0	0	0	0
DHS Fresh Start RRH	3	4	4	1	1	1	8
DHS Navigators	32	37	18	4	2	2	55
OHA-VRAP - RRH	33	42	2	2	2	0	44
ERA	17	21	1	2	0	2	22
Housing Assistance Program	5	8	1	0	0	0	9
VET DRF	25	25	0	2	1	0	25
HSP	14	21	25	0	14	0	46
Polk County RC - Prevention	2	2	2	0	0	0	4
Polk County RC - RRH /Diversion	8	11	3	0	0	0	14
Marion County RRH/Diversion	2	0	0	0	0	0	9
Marion County -Prevention	2	0	0	0	0	0	0
Mill City RC - Prevention	1	2	3	0	0	0	5
Mill City RC - Diversion	0	0	0	0	0	0	0
<b>TOTAL Served</b>	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
	180	224	102	13	22	5	335

## Community Resource Program

ARCHES Specialty Programs						
Table 3						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
Coordinated Entry - Marion	158	196	140	19	73	336
Coordinated Entry - Polk	9	11	8	1	5	27
<b>Coordinated Entry - TOTAL</b>	<b>167</b>	<b>207</b>	<b>148</b>	<b>20</b>	<b>78</b>	<b>363</b>
Mobile Showers	<i>Program Pending</i>					
Employment Navigation	6	6	0	0	0	6
Marion County VSO	406	406	1	406	0	407
Birth Certificates	0	0	0	0	0	0
RENT- Tenant Education	16	20	10	0	0	30
SOAR	1	1	0	0	0	1
<b>Total Served</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Veterans</b>	<b>Fleeing DV</b>	<b>Total Unique Served</b>
	429	433	11	406	0	444

### CRP Success Story: *Veteran Service Office*

*“I had an older veteran come in to inquire about getting with hearing aids. During our first conversation he let me know that he was late to the war but made it in time to fire two artillery rounds. Once the war was over he became part of the occupation forces in Europe. Per procedure, I went through all of the normal questions we have regarding injuries and illness. He said no to all of them, stating that he was only looking for hearing aids. “*

*“The cost of hearing aids was effecting his ability to pay for rent and utilities. His desire was to continue living where we was now because his friends were there. So I asked further about his hearing; when did it start, did he have hearing protection? After that conversation we decided to file for hearing loss.”*

*“July he was awarded 100% service connection for his hearing loss. The VA will now cover the cost of his hearing aids and batteries. He will no longer have to worry about their cost or maintenance. For being 100% service connected he is going to get a tax free monthly amount of \$3,197.13. Because of the time that it took to process the claim the VA is giving this veteran a retroactive payment of \$18,944.20.”*

*“The short answer to someone that is looking for hearing aids is to send them to the VA medical offices. Our office takes the time to ask the veterans a few extra questions. There are times where the questions and answers go absolutely nowhere, but we take the time to ask anyway. This veteran only wanted assistance with hearing aids. I asked the extra questions and was able to not only get him the assistance with hearing aids, but also the retroactive and monthly payments that will ensure housing stability.”*

## Community Resource Program

*-James Riddle, Lead Veteran Service Officer*

### Rural Resource Services: Marion and Polk Counties

Rural Resource Services provide prevention funds for households experiencing an unexpected and unavoidable emergency in rural Marion and Polk Counties. These services, include: rent arrearages, utility shutoffs, as well as emergent utility and security deposits. Navigation and referral services are also a key feature of this program; creating linkages to external service providers in order to improve self-sufficiency for households moving forward.

During month of July, 24 households were assisted and avoided homelessness. While 314 referrals to community resources were tracked (*Table 4*).

Rural Resource Services - July 2019									
<i>Table 4</i>									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	27	7	8	8	12	8	35	10	\$ 3,100.00
Marion Co.	60	39	16	2	0	0	92	4	\$ 3,792.00
<b>Total</b>	<b>87</b>	<b>46</b>	<b>24</b>	<b>10</b>	<b>12</b>	<b>8</b>	<b>127</b>	<b>14</b>	<b>\$ 6,892.00</b>

### Success Story:

*“We got a call from a soon-to-be mom who had been engaging with SIT over the last few months. When we first met, I discovered she had been living outdoors while pregnant. She was also attempting to continue with her full time employment. With assistance the household was able to find a home, and Marion County Resource Services supplied the deposit. During intake, she shared with me feelings of excitement about her new place and being able to sleep in a warm bed. Melissa from SIT was also able to help this family with household items from the community.”*

*-Rosa Ramirez, MCRC Coordinator*

### Event recap:

Aug 1 was the grand opening for MWVCAA’s newest satellite site, the Santiam Outreach Community Center (SOCC). There were nearly 100 people in attendance, with a good mixture of community members, volunteers, and partnering agencies. ARCHES Program Manager, Shiana Weaver, and the MWVCAA Executive

## Community Resource Program

Director both provided opening remarks. Speaking to the need level within Mill City and the Santiam area.

At the ceremony Cherie Girod from Canyon Crisis Center was recognized for the incredible and longstanding work she has done for the canyon community residents. Also in attendance was board member and Santiam SIT Coordinator, Melissa Baurer, along with her team. DHS and many other community partners made an appearance, as well as many faces from MWVCAA.

Ken Houghton brought out the mobile shower for all to tour and Ron Hayes, Executive Director of United Way, spoke along with Ken about the project. There were many ROCC staff and volunteers at the event and Christina Korkow gave a thank you speech to the crowd. ROCC provided guests with an art table for those who were feeling creative. 211 of Linn County and Bridgeway tabled the event and the parking lot stayed packed for several hours with community partners all mingling while enjoying a food and snow cone. The event, a success, was because of the help of the many volunteers and to all the community partners and members who came out to show their support.



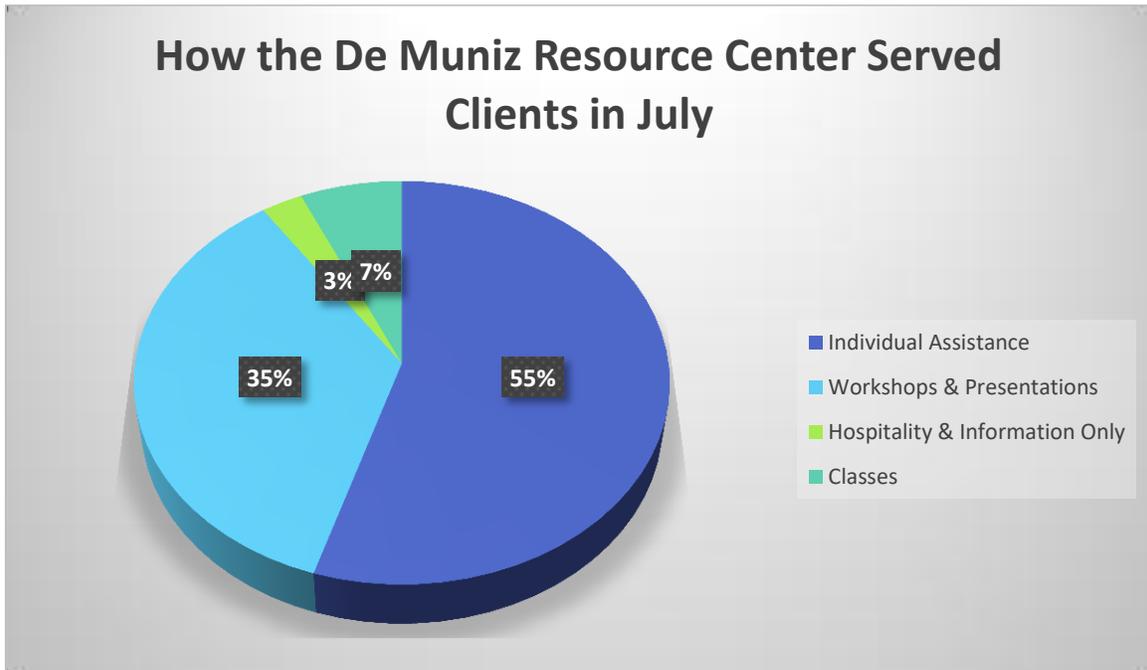
## Community Resource Program

### Other News:

- ARCHES Staff attended multiple professional development trainings, including Trauma Informed Care and Mental Health First Aid.
- On July 30, ARCHES and United Way participated in a ribbon cutting for the Mobile Shower unit. Many were in attendance including, MWVCAA and UW staff, as well as the City of Salem Mayor.
- Salem Warming Network is hosting a *Warming Academy* on Saturday, August 24<sup>th</sup>. The event will cover Volunteer Trauma informed care, administering naloxone, as well as a client-centered policy and procedure review. RSVP at:  
<https://forms.gle/YoxB7yE19vY8MxDd7>

# De Muniz Resource Center

April Cox, Director  
August 2019



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 211 clients in July
- ❖ 52 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 39% of all services this month
- ❖ Housing and basic needs assistance was the focus for 42% of all services this month
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 88 clients took advantage of which totaled 186 occurrences for the month
- ❖ Employment Navigator has started training for our new Willamette Workforce Partnership grant which collaborates with WorkSource Oregon in Salem and Woodburn
- ❖ 124 clients received programming and services from our volunteers for July
- ❖ De Muniz Resource Center staff participated in a Willamette University research study regarding reentry in the Salem area
- ❖ Main challenge continues to revolve around budget shortages and being short staffed

## Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
JULY	<b>16</b>	<b>110</b>

\*De Muniz Resource Center is funded through the Marion County Sheriff's Office and is contracted to serve clients in Marion County.

## **CCR&R PROGRAM REPORT**

Shannon Vandehey

Program Director

August 2019

### ***Executive Summary of Activities:***

#### **Opportunities/Challenges**

Hoping to hear back from our Early Learning Division funders within the next two weeks, on our budgets for the next biennium (current funding and new additional funds, Network funds). It is very complicated right now, but it will be much easier, when we begin October 1 as our budget amendments will all be combined into one contract.

Opportunity: CCR&R's were recently told by the Early Learning Division that the funding for child care provider networks (currently held by the Early Learning Hubs) is moving to the CCR&R's beginning in October

Opportunity: Will be sending 2 staff to Zero to Three Critical Competencies for Infant/Toddler Educators that will be provided by the State.

Opportunity: Director will be attending a Child Care Emergency Prep Train the Trainer August 20<sup>th</sup>. We will be providing this same training to child care providers in

Challenge: Lost Bertha Camacho our bilingual Quality Improvement Specialist (12 years with agency) to Western Oregon University. Her last day was the 12<sup>th</sup>. She will become an Environmental Rating Scale Specialist for the Spark rating system. We have opened a position for an Quality Improvement Specialist-Bilingual with an Infant/Toddler specialty as we heard from the state that we will be required to have a 1 FTE Infant/Toddler Specialist on staff. We have changed our job description that is currently online to reflect this.

Energy Services July Program Report  
Traia Campbell, Program Director

**Executive Summary of Activities (Numbers served/service units/outcomes)**

Energy Services households served in July: LIHEAP, OEA PGE & PP, OLGA & GAP

**July Marion & Polk completions**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	130	441	78	19	44	43 =33% of hh served	\$404.61
OEA PGE	256	780	124	63	78	95 = 37% of hh served	\$388.18
OEA PP	44	153	32	9	8	19 =43% of hh served	\$406.81
OLGA	76	263	22	18	23	19 = 25% of hh served	\$263.67
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>506</b>	<b>1637</b>	<b>256</b>	<b>109</b>	<b>153</b>	<b>176 =34% of hh's served</b>	<b>\$399.87</b>

**June Marion & Polk completions**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	327	964	147	89	95	133 =40% of hh served	\$384.03
OEA PGE	260	826	130	48	82	83 = 31% of hh served	\$385.69
OEA PP	52	142	14	14	16	18 =34% of hh served	\$402.50
OLGA	165	511	60	64	62	61 = 36% of hh served	\$263.98
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>804</b>	<b>2443</b>	<b>351</b>	<b>215</b>	<b>255</b>	<b>295 =36% of hh's served</b>	<b>\$390.74</b>

Energy's 2019 LIHEAP allocation is nearly expended, currently there is less than .25% remaining which will be utilized to assist crisis situations as they arise. Our 2020 program year begins October 1, 2019. Appointments for senior and disabled households will begin October 1 and general public appointments will be scheduled starting November 1.

Due to the end of the fiscal year Energy's July 2019 OEA PGE and PP allocations were not received until the first week in August. Energy continued to assist customers but were not able to send payments to the utilities until funds were able to be drawn.

Energy staff have successfully verified, entered and created files for over 500 City of Salem customers for their Utility Rate Relief program. Earlier this year Salem City Council adopted changes and enhancements to the previous Wastewater Rate Assistance Program. The updated program increased household income from 30% to 60% of Oregon median income and increased the total participants from under 200 to over 1700. The program is currently open to City of Salem customers that receive wastewater services, the account holder lives in the home, are not receiving housing assistance, and have at least one senior or disabled household member. As the program grows the guidelines may change to include additional City of Salem customers. Energy will recertify income eligibility throughout the 2020 program year through energy assistance all other current participants will need to schedule recertification (completed by phone, email, mail and appointments).

**July Polk completions**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	5	14	3	0	0	2 =40% of hh served	\$414.00
OEA PGE	2	8	0	0	2	0 = 0% of hh served	\$405.00
OEA PP	22	86	22	1	7	11 =50% of hh served	\$439.54
OLGA	3	8	0	0	1	2 = 66% of hh served	\$256.66
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>32</b>	<b>116</b>	<b>25</b>	<b>1</b>	<b>10</b>	<b>15 =46% of hh served</b>	<b>\$419.51</b>

**Nutrition First**  
**Sue Maxwell, Program Director**  
**August 9, 2019**

**1. Executive Summary of Activities (Numbers Served/Service Units/Outcomes)**

- ✓ For the month of July, we signed on 14 new providers (6 OCC registered/certified and 8 DHS listed) and closed 9, for a total of 457 homes.
- ✓ We currently serve more DHS (exempt) providers than at any time since 2017.
- ✓ 135 homes were visited in July.
- ✓ A new educational training started in June. This unit stresses the importance of protein for healthy bodies, and all the different ways to include protein in our diets, even if meat is not consumed. Meats, fish and poultry, dried beans and peas, eggs and yogurt, cheese and tofu are all great sources of protein. Providers are given laminated fact cards on all the different proteins and how to cook them. They also receive a large “Vary Your Protein” resource and a “Go Lean with Protein” pencil. Children receive protein coloring sheets and crossword puzzles for the older kids, along with fish stickers (protein), and are read a book called *The Good Egg*.
- ✓ Approximately 1,080 children were visited during the month.

**2. Challenges**

- ✓ Grant renewal instructions were just released on August 8th. The management plan is due on the 15<sup>th</sup>, an additional 10-15 new policies and procedures are due on the 22<sup>nd</sup>, and the full budget (which has not yet been released) is due on the 29<sup>th</sup>. Now that ODE has permanent agreements with the remaining 4 Oregon food program sponsors, and a much-needed paperwork reduction act was passed, the directors are finding it frustrating that the paperwork has increased so much this year, and we were given so little time to prepare. Oh well, I will get it all done on time, with the help of the financial crew.

**HEAD START PROGRAM REPORT**  
**Eva Pignotti**  
**August 2019**

- 1. Attendance Reporting:** If the overall attendance for any program falls below 85%, an analysis must be completed to justify the causes for low attendance.

**July 2019 Attendance**

Program Option and County	Percentage
PreK Marion County Part Year	72.78%
PreK Polk County Part Year	73.47%
PreK Full Day DHS Subsidized (Marion County only)	85.29%
PreK Overall	75.90%
EHS Marion County	74.85%
EHS Polk County	75.82%
EHS Full Day DHS Subsidized (Marion County only)	87.43%
EHS Overall	79.26%
EHS CCP Marion County	85.94%
EHS CCP Polk County	61.22%
EHS CCP Overall	80.91%

- 2. Enrollment Reporting:** Programs must be full within 30 days of the start of the school year and continue to fill vacant slots within 30 days of the vacancy **until 30 days before the end of the year**. Numbers reported include slots vacant for less than 30 days.

**Enrollment July 2019**

Program Option and County	Funded	Filled
PreK Marion County Part Year	653*	94
PreK Polk County Part Year	120*	19
PreK Full Day DHS Subsidized (Marion County only)	20	20
PreK Overall	793*	133
EHS Marion County	54	54
EHS Polk County	34	34
EHS Full Day DHS Subsidized (Marion County only)	8	8
EHS Overall	96	96
EHS CCP Marion County	52	53
EHS CCP Polk County	8	7
EHS CCP Overall **	60	60

\* During the summer months, only duration and full day full year pre-school classes are in operation. 98 Marion, 20 Polk, and 138 total enrollment is the goal during June, July and August.

\*\* EHS CCP expansion slots are required to be filled by 9/1/19, but we are slowing filling them in advance so the total enrollment number will appear to be higher than the funded slots.

## Waiting List July 2019

Program Option and County	Number
PreK Marion County Part Year	115
PreK Polk County Part Year	6
PreK Full Day DHS Subsidized (Marion County only)	13
PreK Overall	134
EHS Marion County	60
EHS Polk County	11
EHS Full Day DHS Subsidized (Marion County only)	4
EHS Overall	75
EHS CCP Marion County	7
EHS CCP Polk County	0
EHS CCP Overall	7

USDA Meal Reimbursements	July 2019	
	Number of Meals Served	Amount Reimbursed
Breakfast	1,874	\$6,390.34
Lunch	1,938	\$6,608.58
Snack	459	\$ 431.46
Cash In Lieu		\$ 455.43
<b>Total Reimbursement</b>	<b>4,271</b>	<b>\$13,885.81</b>

### Head Start Preschool Program Attendance Analysis Absences for July 2019

For the month of July 2019 the Preschool program attendance was below the required 85%. The attendance percentage rate for the Preschool program was at 75.90%. The top reasons for absences during the month of July included: Unexcused (33.88%), bus transportation being cancelled by the program (16.67%), and vacation/family day (12.82%).

Unexcused absences are very hard to analyze. The Family Educators and site staff work very hard contacting the families to excuse the children's absences, but at times parent do not provide the requested information, and those attempts and conversations are documented in the ChildPlus database. The program will continue to educate the families on the importance of attendance.

Bus transportation being cancelled by the program is a constant struggle in getting children to school. The program is working very hard to get and keep bus drivers, besides increasing wages and advertisement, this summer we had a person doing hands on recruitment looking for people who might be interested in a job as a bus driver. Hopefully these extra efforts will pay off, especially with the start of our new school year. The program will continue to think outside the box to hire bus drivers.

The final top reason for the required absences fell below the 85% was vacation/family day. During the summer it is especially hard for families who have other children out of school to send only one child to school. Families have traditionally always had their children out of school during the summer months. With the program now offering duration classes' full year, which is needed in our community, the families in our program will start to have a better understanding of what this new option really means. As of right now for the upcoming school year, our duration classes are already full. This means the families will already have the concept and understanding that this option is all year from the beginning of the school year.

Attendance analysis for the Early Head Start and EHS Child Care Partnerships for the month of July were not completed at the time of this report. This information will be included in the September Board report.

### **Program Updates:**

Work has started on the Middle Grove parking lot paving. We anticipate full completion of the job before the start of the school year.

We are working with Chemeketa to get the new Santiam Center classroom ready for services. Help is needed with installation of the play structure. Any board members who have connections with groups who do volunteer projects please contact Eva.

The program is establishing a committee to work on emergency and disaster preparedness plans for the Head Start programs. We would like to have representation from the communities we serve, particularly organizations who might be helpful resources for this planning such as law enforcement, hospitals, and fire departments. Board members who have connections with potential committee members please contact Eva.

**HOME Youth & Resource Center – Board Report  
August 2019**

2019 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Runaway & Homeless Youth (RHY)													
Salem Run Reports Received & Acted On	21	41	14	39	63	18	45						
Keizer Run Reports Received & Acted On	6	9	4	5	5	2	11						
Reunited To Permanent Connections	20	25	9	21	22	6	0*						
Families Connected With	16	20	12	17	30	8	0*						
Youth Connected With Via Street Outreach (duplicated)	0	5	1	0	4	0	0						
RHY Case Managed	2	2	5	3	5	5	2						
Non- RHY Case Managed	0	1	1	1	0	1	2						
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	108	95	107	96	119	94	125						
Total Visits	722	439	477	441	494	364	541						
Total Meals (lunch, snack & dinner)	844	571	593	529	526	432	626						
Youth New To Services (intakes)	18	11	24	26	19	14	32						
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	16	18	9	9	9	5	20						
Attended Job Skills Development Workshops	12	12	1	0*	0*	0*	16						
Attended Financial Literacy	8		5	0*	0*	0*	16						
Attended Education & Business Field Trips	9		3	0*	0*	0*	0*						
	J	F	M	A	M	J	J	A	S	O	N	D	total



# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

August 14, 2019

#### OUR MISSION

*Empowering people to change their lives and exit poverty by providing vital services and community leadership.*

#### OUR VISION

*All people are respected for their infinite worth and supported to envision and reach a positive future.*

The agency weathered some financial constriction in August, as the state struggled to have contracts ready on July 1 to begin the work of the new biennium. That constriction highlights the need for us to develop deeper unrestricted cash reserves. A good rule of thumb in non-profits is to have three months of businesses expenses in reserve, in the event of any unforeseen circumstances. Recognizing that need is a fairly simple matter. More difficult is the answer to the question “what are you going to do about it?”

Community Actions have often existed in a kind of gray zone between government and traditional non-profits. Thirty years ago we could have largely just administered our grants and not worried about much beyond that function. But the nature of business today is very different. An agency is more than the collection of its grants, it's also a business in a traditional sense. And our business practices have to continue to improve. Just today I attended a financial training by a national Head Start consultant who reminded us that agencies that have good programs but poor operations fail. And agencies that have fantastic operations and ineffective programs fail. Our agency has long been noted for the greatness of our programmatic work, the work we do with children, runaway youth, those suffering from homelessness and poverty. I want us to become known in the statewide Community Action network for the quality of our business operations as well.

On the Operations side, our goal for the next twelve months is to build up reserves and adequately support our Finance, IT, and HR operations. Toward that end we are making several changes.

- 1.) The agency is moving from a traditional cost allocation plan to a di minimus rate. This change will reduce the volume and complexity of administrative cost allocation and produce a more consistent administrative capture rate.
- 2.) This week we will interview the first candidates for our Development Director position. This person will focus on traditional development models and campaigns, with the goal of providing the agency consistent unrestricted cash flow and greater reserves.

- 3.) Joining us this week is our new Americorp Vista, Hailee Van Diver. Hailee is our new Donor Relations Coordinator. Hailee comes to us from the Portland Parks and Recreation Department where she has spent the last two years supporting projects, community organizing, and event planning. Hailee is passionate about public service and ensuring others have access to the services they need. She is very excited to join our team and support our agency's fundraising development capacity.

Over the next year, she will research and implement a new donor relations tracking mechanism to better understand who our donors are and how we can best engage them. With this new system in place, Hailee's main job will be to fill it with awesome donors! Hailee will conduct outreach to all areas of our community: businesses, churches, neighborhood groups, Chamber of Commerce, clubs, everywhere. Her goal is to raise awareness of who our agency really is and what our programs actually do to increase the level of community support we receive. To wrap up her service with MWVCAA, she will coordinate two small fundraising events; one for our community development services (ARCHES, WX, Energy, DeMuniz) and one for our youth services (Head Start, CCR&R, HOME, Nutrition First). Within all this work, Hailee will support each program in their individual community outreach and fundraising needs.

- 4.) We are continuing to explore ways to capitalize on the equity we have in some of our properties. The Executive-Finance Committee of the Board is taking an active role in developing our options on this front.
- 5.) The Board will be considering another Board fundraiser for 2019-2020 at our August meeting.

This new direction, along with some unique property options that lie ahead of us, should cure the problems we've had the last few years. I have been in this role, both as interim and permanent executive, now for one year on August 3<sup>rd</sup>. And my two highest priorities have been the development of a plan that can address those reserve issues, and the implementation of a financial system that ends the cycle of late audits and findings in this agency.

We have scheduled our FY 2019 audit for October, which will give us an audit report by the end of this calendar year. Having these audits done earlier in the year and completed with six months still to go in a fiscal year is important progress, because it gives the leadership and the Board more time to respond to any deficiencies or concerns that emerge in these reports. Waiting until the March 31 deadline leaves an agency precious little time to make substantial changes to address any concern, and increases the likelihood of highly undesirable repeat findings.

The Agency has contracted with Community Solutions, a respected national non-profit that focuses on ending homelessness. They are probably best known for their work on the "100,000 homes campaign" and for the research and investment that went into the development of the VI-SPDAT assessment tool. In the spring of 2018, a vice president from Kaiser Permanente attended an ARCHES presentation, where we highlighted our evidence-based practice and data-driven process. Over the last two years Community Solutions has been executing their current campaign, "Built for Zero," which is an innovative approach toward ending homelessness in specific communities using data visualization tools and corporate partnerships, in 65 communities across the United States. In some of these communities, in

New Jersey, Illinois, and Mississippi, the Built for Zero campaign has reduced homelessness considerably, to the point that they are approaching functional zero. Community Solutions asked us to participate on behalf of Salem in this project, and Kaiser Permanente paid the \$10,000 sponsorship fee. Over the next several months you will hear a great deal about this effort. Our fundamental goal is to end homelessness, not manage it. This agreement is national recognition of our work, and a good chance for Salem to attract more corporate capital as we try to end homelessness in Marion and Polk Counties.

Two years ago the agency made a major push to drive more resources into Polk County for homeless housing projects and emergency homeless prevention. We increased our emergency payments four fold and brought about \$500K in homeless assistance payments to clients in Polk County, through all of our grants and partnerships. We plan to continue that level of support to Polk County. But the resources dedicated to rural Marion County, which is 40 percent of the agency's service area by population, are inadequate. So in recent months we have added a number of resources designed to address homelessness and housing instability in rural Marion County.

- 1.) The agency, in partnership with United Way and funded in part by the Emergency Housing Account at OHCS, purchased and deployed a shower truck (which many board members toured at the last board meeting). There are many homeless folks in rural Marion that struggle to get access to regular showers. Coming into Salem to shower or do laundry is often impossible. The new shower truck allows us to bring not only hot showers into the Santiam Canyon and other areas, but essentially provides mobile toilets and supplies for basic needs.
- 2.) On August 3<sup>rd</sup>, in partnership with the Recovery Outreach Community Center, we opened the Santiam Outreach Community Center in Mill City, where we will have a case manager that can provide local residents access to our assessments, housing programs, emergency payments and other services. Many years ago we had rural centers in Woodburn and in Stayton, but budget cuts forced their closure. Returning these services to rural Marion will play an important role in communicating that our agency is serious about serving our entire footprint.
- 3.) We are partnering with a group in Woodburn that wants to build a new community center to attract Salem service agencies to North Marion County. We would not own this property, but we would commit to be a service provider at that location. This project remains some years into the future, and we may not be able to wait on it fully. If there are options for bringing services back to North Marion we will seize them. This is a very critical need for the Agency. The state has data that shows that the Latino population in Oregon have not been able to equitably access state housing dollars, and that there are institutional barriers to using those dollars. Every agency is expected to find ways to make certain that we are promoting equity not only within our agencies, but also with the grant dollars we have been entrusted to administer on behalf of the state.
- 4.) We are working to develop a closer working relationship with Marion County. We currently host the Marion County Veteran Service Office and the Marion County Law Enforcement Assisted Diversion Program (LEAD), along with partnerships with Marion County Public Health

for HIV, STD, and other testing. We are working with the Marion County Housing Authority in particular to develop more options for Veterans and the homeless in our community.

#### Other News and Notes:

- The Agency has partnered with Hood House, which is owned by Russ and Delana Beaton, two long-time friends and volunteers of our agency. Hood House will offer a group home environment for five elderly women. It will be filled through our Coordinated Entry process at the ARCHES Project.
- Our Energy Program does not get a great deal of press, but the collective impact of the staff work in Energy is enormous. Traia and her team served more than 4,000 people in June and July. Those energy assistance payments not only keep the light and heat on, but they allow rent-burdened, severely low income and (essentially) an endangered and marginally housed client cohort to remain in their housing. This program is in many ways our first line of defense against homelessness.
- We had our annual Weatherization monitoring in July. It went very well. Rogelio and his team are doing great work, and they have mastered an increasingly complex and demanding compliance environment with enormous skill.
- Our Nutrition First program continues to grow. We are now covering a total of 457 homes, and serve more DHS providers than at any time since 2017. As part of our monitoring, we visited more than 1,000 children this past month. This program is often an overlooked part of Community Action, but the collective impact of making sure that children in poverty have adequate healthy food is enormous, and it speaks to the very best parts of our mission.
- PMFO Fiscal Consulting was onsite during the week of August 14. The purpose of their consult was to help us develop systems that would prevent the kinds of financial struggles that we had in 2016-2018 from ever happening again. Though the consult was related to our federal Head Start grant, the suggestions that PMFO made have wide ranging impact across our agency. Helen can speak more to this matter, but the close out meeting was one of the most positive meetings I've had as executive director. The consultants noted the enormous progress that we had made, and called our Corrective Action Plan from 2018 "one of the best (we've) ever seen." That CAP was the work of many, including Cyndi Leinassar, Nancy Cain, Kaolee Hoyle, and many members of our Board of Directors. We came away from this consult with many more great ideas for building a stronger agency, making needed changes to our organizational structure, and strengthening our internal controls.
- The Agency finalized an umbrella contract with DHS at Taylor's House. This relationship will allow us to place some children in DHS custody at Taylor's House each month, and likely has a collective impact for the agency somewhere around \$150,000 annually. That contract was

nearly a year in the making, given the enormous licensing complexities of youth sheltering. Tricia did much of that work on her own, all the while lending a tremendous amount of time to the day-to-day operations at Taylor's. We can all be very proud of the work that's been done there this past year, and what lies ahead for that project. Tricia and I have spent a lot of time, additionally, promoting reliable state funding for youth projects in Oregon, and we have worked very closely with the Oregon Alliance to advocate for additional sheltering dollars for this desperately under served population.

- We have finally received permission to begin paving at our Middle Grove Head Start site. Paving will begin August 19<sup>th</sup>. We received additional funds to pave Middle Grove as part of our Duration Award from earlier this year. The project will not only pave the lot, but provide for stripping, speed bumps and additional lighting.
- Our unique partnership with Salem Housing Authority is opening doors in Salem to solve even more housing issues in our community. SHA and Community Action partner on the HRAP Program, which has housed over 140 of the highest needs chronically homeless folks of our community the last two years, and has plans to house another 70 in 2019-2020. Our role is to provide Coordinated Entry for that project, to complete the Vulnerability Assessment Tool assessments, and to place appropriate clients in the program. We partner too on an OHA grant to house another 42 homeless veterans with mental illness. We are also partnering to provide services at the new Fisher Road complex, which will hold 30 of the highest needs homeless clients in the community. Both agencies are partnering to apply for the Permanent Supportive Housing pilot project at Oregon Housing and Community Services. If successful, Salem Housing would build a new housing first PSH complex on Broadway, which would house 74 of the highest needs homeless clients in our community. ARCHES would provide case management and make the placements at the project. Our two agencies are partnering on two other applications in 2019-2020 including a national grant to combat the rising numbers of sex trafficking victims in our community, and on the "Mainstream" voucher project, which would provide housing for another 75 homeless clients in Salem. If all of these plans are successful, the combined impact of all that work could lead to a reduction in homelessness for more than 500 folks who were living on the streets.

**Mid-Willamette Valley Community Action Agency, Inc.  
Board of Directors Executive & Finance Committee Meeting  
July 11, 2019**

**ATTENDANCE**

**Committee Members Present:** Jennifer Wheeler, Board Chair; Jade Rutledge, Board Member; Kevin Karvandi, Board Member

**Absent:** Jon Weiner Helen Honey

**Staff:** Jimmy Jones, Executive Director; Helana Haytas, Chief Operations Officer; Kaolee Hoyle, CFO; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:33pm. It was determined that a quorum was present.**

- 1. Executive Director's Program Updates:**
  - a. The Master Grant Agreements from OHCS have been delayed while the Department of Justice reviews the contracts. OHCS has promised resolution by Monday July 15.
  - b. We have opened a Director of Development position.
  - c. Kaolee Hoyle has accepted the position of CFO. She was previously in the Manager of Audit & Compliance position; Nancy Cain has moved to the Manager of Audit and Compliance.
  - d. We are considering doing another golf marathon fundraiser, as part of a broader funding raising campaign. Jimmy and Kevin will meet with the consultant.
- 2. Financials** – Kaolee Hoyle presented the financial statements for April & May 2019.
- 3. Proposed Amended Bylaws** – Jimmy shared that per organizational standards it was time to review and amend the agency's bylaws. A copy of the proposed changes will be sent to the board for review before the full board meeting later this month.
- 4. July 2019 Full Board Meeting Draft** – The agenda was reviewed.
- 5. Credit Card Expenditure Review** – Not available; moved to next meeting.

**Meeting adjourned at 6:28pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Jennifer Wheeler, Board Chair

**Mid-Willamette Valley Community Action Agency, Inc.  
Board of Directors Executive & Finance Committee Meeting  
August 8, 2019**

**ATTENDANCE**

**Committee Members Present:** Jennifer Wheeler, Board Chair; Jon Weiner, Board Vice-Chair; Helen Honey, Secretary; Kevin Karvandi, Board Member

**Absent:** Jade Rutledge

**Staff:** Jimmy Jones, Executive Director; Nancy Cain, Manager of Audit & Compliance; Helana Haytas, Chief Operations Officer; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:33pm. It was determined that a quorum was present.**

**1. Executive Director's Program Updates**

- a. Our benefits open enrollment is coming up and we are adding Short Term Disability and the Employee Assistance Program back to the benefit package. Benefits will be presented at the all staff meeting in September.
  - b. The OHCS Master Grant Agreement was completed by on 30 July 2018.
  - c. We have an AmeriCorps VISTA volunteer starting soon who will serve as our Donor Relations Coordinator.
  - d. We will be switching to a 10% de minimis administrative rate, likely effective October 1<sup>st</sup>.
  - e. Jimmy and Kevin Karvandi met with the consultant about doing another Golf Marathon. He will be making a presentation at the full board meeting this month.
  - f. We received the final approval from Region X to move forward with the paving of the parking lot at the Middle Grove Head Start site. This should be completed before the start of the new school year.
  - g. The board wants to expand its diversity to represent the populations we serve.
  - h. The grand opening of the Santiam Outreach Community Center was a success. The mobile shower unit was there for the public to view.
  - i. Meyer Memorial Trust and Oregon Community Foundation are both conducting site visits to the agency, as part of our grant applications to those agencies.
- 2. Financials** – Not available; will present at the full board meeting.
- 3. August 2019 Full Board Meeting Draft** – The agenda was reviewed.
- 4. Credit Card Expenditure Review** – The June and July 2019 expenditures were reviewed by all board members present.

**Meeting adjourned at 7:08pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary

**A MEMORANDUM OF AGREEMENT**  
**RELATING TO THE CREATION OF A DEVELOPMENT COUNCIL**  
**TO FORM A CONTINUUM OF CARE COLLABORATIVE GOVERNANCE STRUCTURE**  
**FOR THE MARION AND POLK COUNTY REGION**

This Memorandum of Agreement (“Agreement”) is by and among the City of Independence (“Independence”); the City of Keizer (“Keizer”); the City of Monmouth (“Monmouth”); the City of Salem (“Salem”); Marion County; Polk County; the Salem-Keizer 24J School District; the Mid-Willamette Valley Community Action Agency (“Community Action”); the Mid-Willamette Valley Council of Governments; Union Gospel Mission of Salem; and United Way of the Mid-Willamette Valley, collectively referred to as “the Parties.”

**1. RECITALS.**

WHEREAS, homelessness is a critical issue in the Mid-Willamette region, in Oregon, and across the nation; and

WHEREAS, more than 2,600 homeless individuals in Marion and Polk counties were identified through evidence-based assessments between October 2016 and January 2019; and

WHEREAS, children, families, veterans, and chronically homeless individuals experiencing mental illness and addictions comprise a large portion of the region’s homeless population; and

WHEREAS, the Mid-Willamette Homeless Initiative’s strategic plan, adopted in 2017, recommended that the region “assess local inclusion in the Rural Oregon Continuum of Care to understand how best to address the problems of homelessness and needs of people experiencing homelessness;” and

WHEREAS, the U.S. Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to “engage in multi-year strategic planning for homeless programs and services that are well integrated with planning for mainstream services;” mainstream services denoting public housing, Section 8 housing choice vouchers, and services for runaway and homeless youth, victims of domestic violence, veterans, seniors, and people experiencing addictions and/or mental illness; and

WHEREAS, in 2011, the Marion-Polk Continuum of Care joined 26 Oregon counties in the “balance of state” Rural Oregon Continuum of Care; and

WHEREAS, the parties to this Agreement carefully considered relevant factors and determined that the region could benefit from creating its own Continuum of Care, with enhanced service coordination, local autonomy, and alignment of goals to more effectively reduce homelessness in the region; and

WHEREAS, the parties to this Agreement represent affected local governments, school districts, and nonprofit organizations that contribute to the system of services for people experiencing homelessness, including analyzing system gaps and strengths, investing resources in evidence-based strategies, expanding capacity for shelter and emergency services; conducting the Point-in-Time count of homeless individuals, gathering data through the Homeless Management Information System, and developing and training agencies on a process for Coordinated Entry that targets available resources most effectively;

NOW, THEREFORE, for good and sufficient consideration, the Parties agree as follows.

2. **PURPOSE.** The purpose of this Agreement is to create a collaborative governance structure called the “Development Council” that will oversee and manage the development of a Continuum of Care for the Marion and Polk county region of Oregon. The Agreement sets forth the understanding among the parties to coordinate resources toward this effort.

**3. RESPONSIBILITIES.**

3.1 Each Party to this Agreement will identify persons to represent each organization’s interests at joint meetings of the Development Council. The designated person(s) will hold elected or senior staff roles in decision-making for the organization.

3.2 The Development Council will meet at least monthly to accomplish the purpose(s) of this Agreement.

3.3 Subject to funding provided through this Agreement, the Mid-Willamette Valley Council of Governments will provide staff support, both contracted and in-kind as well as in-kind materials and services, through April 2020 and will develop proposals for the Development Council to review and consider. To maintain a neutral role in facilitating council meetings, staff representing the Council of Governments will not hold authority to vote on matters placed before the Development Council membership.

3.4 The Development Council membership will consider and make recommendations on the following issues:

3.4.1 Nominations of individuals to serve on the new Marion-Polk region’s Continuum of Care’s initial board of directors and steering committee. Board of directors and steering committee members shall represent the various roles required by the U.S. Department of Housing & Urban Development, along with any additional roles deemed of local importance in the system of services for homeless individuals living in Marion and Polk counties;

3.4.2 Content of a charter and bylaws for the new Continuum of Care’s board of directors and steering committee that include a HUD-endorsed conflict of interest policy and collaborative decision-making processes, including processes for appointing individuals to serve on the board and committees;

3.4.3 A committee structure and organizations recommended to participate on various committees;

3.4.4 An identified organization that will serve as the Continuum of Care’s Collaborative Applicant and Unified Funding Agency;

- 3.4.5 A budget and funding strategy that will support Continuum of Care staff and regional priorities to reduce homelessness for the transition and initial five years of the new Continuum of Care's operations;
  - 3.4.6 Position descriptions for staff positions; and
  - 3.4.7 Any other tasks identified by the Parties required for the effective development and management of a Continuum of Care organization.
- 3.5 A majority, defined as 50% plus one, of the appointed, voting Development Council membership will constitute a quorum for the transaction of all business at meetings.
- 3.6 Development Council decisions or recommendations to the future Continuum of Care board of directors shall be made by a majority of the total votes available to the entire appointed, voting Development Council membership, consistent with the votes described in Paragraph 4.2 of this agreement.

**4. FINANCIAL CONTRIBUTIONS.**

- 4.1 Each Party will make a two-year commitment to contribute funds, contingent on budgetary authority, according to the attached table.
- 4.1.1 Independence, Keizer, Monmouth, Salem, and Marion County will each receive a credit towards this assessment, based on contributions made to the Mid-Willamette Valley Council of Governments for the Mid-Willamette Homeless Initiative's 2019-20 fiscal year.
  - 4.1.2 Community Action will receive credit towards this assessment for in-kind funds applied to providing Homeless Management Information System (HMIS) data for the region.
  - 4.1.3 Contributions for 2019-20 will be submitted by the Parties to the Mid-Willamette Valley Council of Governments by September 1, 2019.
  - 4.1.4 Contributions for 2020-21 will be submitted by the Parties to the Mid-Willamette Valley Council of Governments by September 1, 2020.
  - 4.1.5 The remaining 2018-19 fund balance for the Mid-Willamette Homeless Initiative will be directed towards the purpose(s) of this Agreement.
- 4.2 In recognition of their significant financial contributions to the effort, Marion County and the City of Salem may select two persons to represent each organization's interests at joint meetings of the parties, or in the alternative may select one representative who shall have two votes on any matter.

**5. TERM:** The term of this Agreement shall run from the date of signature of the last party (Effective Date) until June 30, 2021, unless further extended by the mutual agreement of the parties.

**6. ADHERENCE TO LAW:** Each party shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

**7. NON-DISCRIMINATION:** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.

**8. SUBCONTRACTS:** No party will subcontract or assign any part of this Agreement without the written consent of the other parties.

**9. TERMINATION:** This Agreement will terminate on June 30, 2021, provided, however, any party may terminate its involvement upon giving 30 days written notice. Any party terminating its involvement in this Agreement will receive a pro-rated refund of unobligated monies. Upon termination, a party's obligations under this agreement will cease, provided, however, that a party's obligation to indemnify shall survive termination of this Agreement.

**10. INDEMNIFICATION:** Subject to the conditions and limitation of the Oregon Constitution and the Oregon Tort Claims Act, the parties shall indemnify, defend, and hold harmless each other from and against all liability, loss, and costs arising out of or resulting from the acts of that party, its officers, employees, and agents in the performance of this Agreement.

**11. AMENDMENTS:** This Agreement may be modified or amended only by the written agreement of the Parties. Other governmental jurisdictions and agencies may be added to this Agreement by an amendment with the consent of the parties.

**12. ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement of the parties. This Agreement may be signed in counterpart, and the individuals signing this Agreement warrant that they have the authority to do so and to bind their respective organizations to the terms and conditions of this Agreement.

\_\_\_\_\_  
Jimmy Jones  
Executive Director  
Mid-Willamette Valley Community Action Agency

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Jennifer Wheeler  
Board Chair  
Mid-Willamette Valley Community Action Agency

\_\_\_\_\_  
DATE

<b>ATTACHMENT 1</b>	<b>(FINAL) FINANCIAL CONTRIBUTIONS TABLE</b>		
<b>Memorandum of Agreement Relating to the Creation of a Development Council to Form a Continuum of Care Collaborative Governance Structure for the Marion and Polk County Region</b>			
	2019-20	2020-21	TOTAL
			Funding Target
Jurisdiction	106,000	106,000	212,000
<b>Marion County (less member cities)</b>	\$ 45,000	\$ 40,000	\$ 85,000
City of Aumsville			
City of Aurora			
City of Detroit			
City of Donald			
City of Gates			
City of Gervais			
City of Hubbard			
City of Idanha			
City of Jefferson			
<b>City of Keizer</b>	\$ 5,000	\$ 10,000	\$ 15,000
City of Mill City			
City of Mt. Angel			
City of St. Paul			
City of Scotts Mills			
City of Silverton			
City of Stayton			
City of Sublimity			
City of Turner			
City of Woodburn			
<b>Polk County (less member cities)</b>	\$ 6,000	<i>TBD</i>	\$ 6,000
City of Dallas			
City of Falls City			
<b>City of Independence</b>	\$ 5,000	\$ 5,000	\$ 10,000
<b>City of Monmouth</b>	\$ 5,000	\$ 6,000	\$ 11,000
MARION AND POLK COUNTIES			
<b>City of Salem</b>	\$ 45,000	\$ 40,000	\$ 85,000
<b>SPECIAL DISTRICTS</b>			
Salem Area Transit District			
Chemeketa Community College			
<b>Salem/Keizer School District</b>	\$ 5,000	<i>TBD</i>	\$ 5,000
Willamette ESD			
Confederated Tribes of the Grand Ronde			
Community of Oregon			\$ -
<b>NONPROFIT ORGANIZATIONS</b>			
<b>Union Gospel Mission of Salem</b>	\$ 1,000	<i>TBD*</i>	\$ 1,000
<b>United Way of the Mid-Willamette Valley</b>	\$ 1,000	<i>TBD*</i>	\$ 1,000
<b>Mid-Willamette Valley Community Action Agency</b>	*	*	*
<b>TOTALS</b>	<b>\$ 118,000</b>	<b>\$ 101,000</b>	<b>\$ 219,000</b>

*\*Denotes in-kind credit for system supports*

## Local COC List of Endorsements (as of August 15, 2019)

### Resolutions:

- Polk County
- Marion County
- Salem
- Keizer
- Detroit
- Independence
- Monmouth
- Silverton
- Salem-Keizer School Board

### Current Letters of Support:

- Marion County Local Public Safety Coordinating Council
- Marion-Polk Early Learning Hub
- CANDO
- Mid Valley Health & Housing Workgroup
- Marion County Children and Families Commission
- St. Francis Shelter